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27 November 1968

MEMORANDUM FOR: Logistics Services Division

25X1A

ATTENTION: [REDACTED]

SUBJECT: Acquisition and Realignment of Space - Magazine Building

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1. Recently it has come to the attention of this Office that there will be a considerable change in the assignment of space on the 7th floor of the Magazine Building, presently occupied by the Support Services Staff. This fact has since been confirmed in conversation between [REDACTED] of this Office. The purpose of this memorandum is to outline the current needs of OBGI and suggest certain realignment of space which would, in fact, make use of vacated areas on the 7th floor.

2. As your office knows, we are awaiting action on an earlier request for modification of our 8th and 10th floors. You are also conscious that involved in this was a partial shifting of Geography Division personnel from the 8th to the 10th floor and a condensing of Publication personnel into a much smaller area than we could consider proper for good operation. This Office is more than conscious of the space shortage existing and have made every effort to live within these limitations and therefore tried to make the best of a difficult situation. Now, however, with this potential space available it would be derelict on our part to ignore solutions which would make several units more operable. It is therefore requested that consideration be given to the following realignment of OBGI space in the Magazine Building.

10th Floor - Since the original request 18 months ago four additional positions have been filled as well as two slots added to the Publication Division, additionally, a contract employee with limited clearance must work in the Publication Division area. For these reasons a hitherto difficult working condition has now become completely untenable, requiring the space previously designated for a Geography Branch which was scheduled to move from the 8th floor.

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If concurrent arrangement for space adjustments can be made the cost of all 10th floor modification can be eliminated, already crowded conditions existing at the time of the original request can be relieved and provision for space for six employees hitherto unplanned for can be provided.

8th Floor - Modifications as proposed previously to be completed without change.

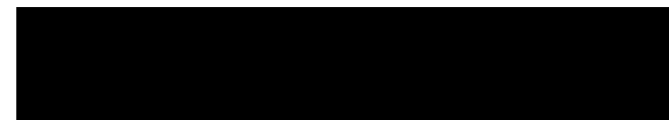
7th Floor - Present offices of Chief of Geography Division plus editors to be moved from 605 complex (4 rooms) to the 7th floor, additionally, the branch originally scheduled for a move to 10th floor from the 8th also to be placed on the 7th. Attached you will find layout of proposed 7th floor usage. Needless to say having Geography Division personnel on 7th and 8th floors is certainly more workable than having them spread over the 6th, 8th, and 10th floors.

6th Floor - Would be completely vacated by OBGI personnel. May we note at this time that OTR is especially hard pressed and desirous of additional space for their 6th floor operations.

3. If such a request is approved, it would obviously entail jointly curtailing modifications already approved and in process. In the event of disapproval of these suggested changes, please consider our previous request as still binding and proceed with processing as needed. We would, of course, be pleased to oblige in further details or surveys. It is suggested that [REDACTED] be contacted on extension 3048 for further information and/or coordination.

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JAMES A. BRAMMELL
Director
Basic and Geographic Intelligence

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